



Arkansas Appraiser Licensing and Certification Board

900 West Capitol Avenue, Suite 400

Little Rock, AR 72201

www.arkansas.gov/alcb

501-296-1843

Appraisal Management Company
APPLICATION FOR REGISTRATION IN ARKANSAS INSTRUCTIONS

*****Please read this before submitting any paperwork.*****

1. **General Application:** complete the general application form AMR-1.
2. **Agent of Record for Service of Process:** Applicant must designate and maintain an Agent for Service of Process with the Arkansas Secretary of State's office: To establish an agent for Service of Process, contact Arkansas's Secretary of State. Write, visit the website or call the Division of Business and Commercial Services.

Arkansas Secretary of State
256 State Capitol Building
Little Rock, Arkansas 72201

www.sos.ar.gov (click on Business & Commercial Services)

General Information (501)682-1010 or call direct to (501)682-3012

3. **Surety Bond:** The applicant shall post at the time of filing with the Board a Surety Bond (cash or securities) in the amount of \$20,000 on the prescribed forms AMR-2 (Bond) or AMR-3 (Escrow Agreement).
4. **Certifications:** The initial application for registration must include the following certifications:
 - Certification of a Controlling Person – Form AMR-4
 - Certification of Acceptance by Controlling Person – Form AMR-5
 - Certification of Systems and Recordkeeping – Form AMR-6
 - Copy of the filing with the Arkansas Secretary of State or a copy of Certificate of Authority issued by the Arkansas Secretary of State.
5. **Application Fees:** The application filing fee of \$500, payable to the Arkansas Appraiser Licensing & Certification Board should be included with the application for timely processing.
6. **Renewal of Registration Fees:** The fees for renewal of a registration will not exceed \$500.